Schedule for Annual Products of the Biological Inventories and Vital Signs Monitoring Programs, Alaska Region

The Inventory and Monitoring (I&M) has established requirements for various annual products of the Biological Inventories and Vital Signs Monitoring, some with specified dates for submittal to the national office. This document describes a schedule for development and delivery of those annual products for the Alaska Region which is intended to accommodate appropriate schedules at all levels of the organization. Tasks and products are arranged so as to show the flow between responsible individuals throughout the development, delivery and review of various products during any given annual cycle (Table 1).

Products listed in Table 1 are described further in Table 2, which describe the types of reports and study plans that the I&M program produces. Note that Table 2 covers more than simply the annual products discussed in this schedule. All technical reports must follow the Specifications for Technical Reports for the Alaska Region I&M Program (11/16/02) and will be reviewed according to Interim Guidelines for Peer Review for the I&M Program (9/12/02).

Table 1. Annual Schedule for Developing and Delivering Inventory and Monitoring Program Proposals, Study Plans, Annual Progress Reports and Technical Reports, and the Annual Administrative Report and Workplan.

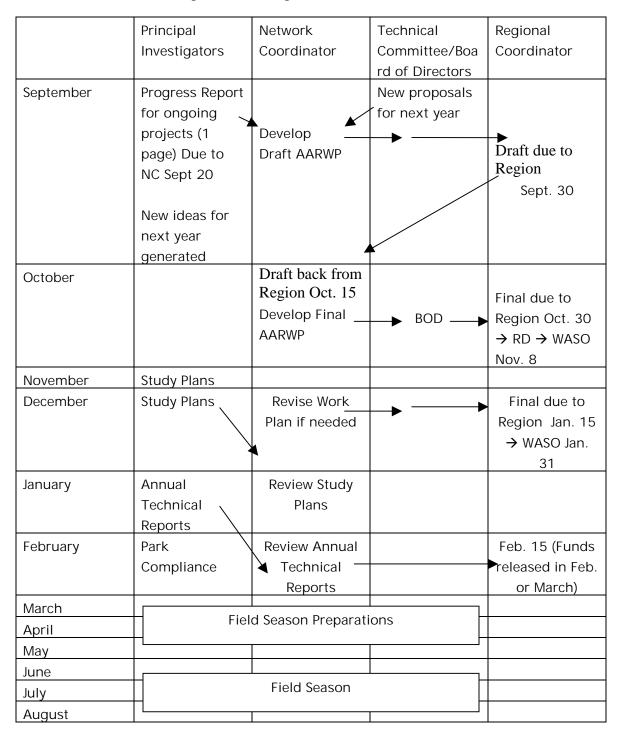|	Principal Investigators	Network Coordinator	Technical Committee/Board of Directors	Regional Coordinator
September	Progress Report for ongoing projects (1 page) Due to NC Sept 20 New ideas for next year generated	Develop Draft AARWP	New proposals for next year	Draft due to Region Sept. 30
October		Draft back from Region Oct. 15 Develop Final AARWP	BOD	Final due to Region Oct. 30 → RD → WASO Nov. 8
November	Study Plans			
December	Study Plans	Revise Work Plan if needed		Final due to Region Jan. 15 → WASO Jan. 31
January	Annual Technical Reports	Review Study Plans		
February	Park Compliance	Review Annual Technical Reports		Feb. 15 (Funds released in Feb. or March)
March	Field Season Preparations			
April				
May				
June	Field Season			
July				
August				

Table 2. Summary of type and purpose of Inventory and Monitoring Program Study Plans and Reports and an overview of the review and approval process. Network products due annually denoted by an asterisk.

Type of Report	Purpose of Report	Primary Audience	How Often?	Who Initiates?	Peer Reviewed?
Progress Report*	Serves as a very brief overview (1 page) of what was accomplished during the field season and will include highlights that can be incorporated into the network's Annual Administrative Report and Work Plan	Network staff	Annually; due to Network Coordinator by Sept. 20	Project leader	No
Annual Administrative Report and Work Plan*	Account for funds and FTEs expended; Describe objectives, tasks, accomplishments, products of the monitoring effort; Improves communication within park, network, region, Program;	Superintendents, network staff, regional coordinators, and Servicewide program managers; admin. report used for annual Report to Congress.	Annual; due to WASO by November 8	Network coordinators; approved by network board of directors	Review and approval by Regional Office and Servicewide Program manager. External review not required.
Annual Reports for specific Protocols or Projects*	Archive annual data and document monitoring activities for the year; Describe current condition of the resource; Document changes in monitoring protocols; Communication within the park or network;	Park resource managers; network staff; external scientists	Annual; due to Region by Feb. 15.	Network staff – project leaders or network coordinator	Peer reviewed at network, copy to Regional Office. External review not required.
Inventory Project Reports	Document results from inventory projects; Describe current status or distribution of the resource	Park resource managers; network staff; external scientists; Servicewide program managers	At end of project	Project leader of inventory effort	Peer reviewed at network and regional level. External review required.
Analysis and Synthesis reports – trends	Determine patterns/trends in condition of resources being monitored; Discover new characteristics of resources and correlations among resources being monitored; Analyze data to determine amount of change that can be detected by this type and level of sampling; Context – interpret data for the park within a multi-park, regional or national context; Recommend changes to management of resources (feedback for adaptive management);	Superintendents, park resource managers, network staff, external scientists	3-5 year intervals for resources sampled annually	Network staff – project leaders or network coordinator	Peer reviewed at network and regional level. External review required.
Program and Protocol Review reports	Periodic formal reviews of operations and results (5 year intervals); Review protocol design and products to determine if changes needed; Part of quality assurance – peer review process;	Superintendents, park resource managers, network staff, Servicewide Program managers, external scientists	Recommend 5 year intervals	Network staff – project leaders or network coordinator	Peer reviewed at regional or national level. External review required.

Scientific journal articles and book chapters	Document and communicate advances in knowledge; Part of quality assurance – peer review process;	External scientists, park resource managers, network staff	Varies	Project leaders, network staff or external scientists	Peer reviewed by journal or book editor
Symposia, workshops and conferences	Review and summarize information on a specific topic or subject area; Communication of latest findings with peers; Helps identify emerging issues and generate new ideas;	Park resource managers, network staff, external scientists	Varies	Project leaders, network staff or external scientists	May be peer reviewed by editor if written papers are published
State of the Parks Report	Describes current conditions of park resources; Reports interesting trends and highlights of monitoring activities; Identifies situations of concern; Explores future issues and directions;	Congress, budget office, NPS Leadership, superintendents, general public	Annually	Compiled by WASO from data provided by networks in AARWPs	Peer reviewed at national level
Progress report	One page document summarizing significant information from field season immediately past; should describe sites visited, significant finds, successes and challenges, and a short "bullet" highlighting potential significant finds for use in the AARWP. Serves as a means of giving the network a heads up regarding the project regarding any significant developments.	Network coordinator, park resource staff	Annually, ue to network coordinator by September 15.	Project leaders	No review needed.
Type of Study Plan	**Purpose of Plan**	**Primary Audience**	**How Often?**	**Who Initiates?**	**Peer Reviewed?**
Protocols and Study Plans	Summarizes the objectives of a project and describes the methodology in detail.	Park resource managers; network staff; external scientists	Revised as determined by 5 year program reviews	Network coordinators	Peer reviewed at regional and national level. External review required.
Monitoring Plan	Describe purpose of monitoring and how it will be accomplished. Content includes detailed protocols and data management plans.	Park resource managers; network staff; external scientists; Servicewide program manager	Revised as determined by 5 year program reviews	Network coordinators; approved by network board of directors	Peer reviewed at regional (Phase I), and national level (Phase II and III). External review required. WASO due dates apply.
Annual study plans*	Describes each year's work sufficiently to complete park compliance process.	Park resource managers; park compliance staff; network staff	Annually; may be due up to 3 months before work begins	Project leaders	Reviewed by park compliance staff, approved by Superintendent